

RPJ HOUSING'S HEARTS AND HAMMERS PROGRAM

HOMEOWNER APPLICATION 2006-2007

SECTION 1 – HOUSEHOLD INFORMATION

Please identify the homeowners who live at this address. (List non-resident owners in Section 4.)

Homeowner #1: _____ ☐ Male ☐ Female
(Name) (Date of Birth)

Homeowner #2: _____ ☐ Male ☐ Female
(Name) (Date of Birth)

Address: _____

City: _____ State: _____ Zip: _____

Home Phone: _____ Work Phone: _____

Cell Phone: _____ E-mail: _____

Total number of people living in the home _____.

List below the name and ages of all people (except the homeowners listed above) living in the home.

Name: _____ Date of Birth : _____ ☐ Male ☐ Female

Name: _____ Date of Birth : _____ ☐ Male ☐ Female

Name: _____ Date of Birth : _____ ☐ Male ☐ Female

Name: _____ Date of Birth : _____ ☐ Male ☐ Female

Name: _____ Date of Birth : _____ ☐ Male ☐ Female

The following demographic information collected is not used to discriminate or deny services to any segment of the population. The demographic information is requested by local county/city governments who are recipients of CDBG funding. You are not required to furnish this information, but are encouraged to do so. Demographic data include age, ethnicity race, and sex.

I am (please check one): ☐ Hispanic ☐ Non-Hispanic

I am (please check only one)

☐ White ☐ Black/African American ☐ Asian

☐ American Indian/Alaskan Native ☐ Native Hawaiian/Pacific Islander

Multiracial:

☐ American Indian/Alaskan Native & White ☐ Black/African American & White

☐ Asian & White ☐ American Indian/Alaskan Native & Black/African American

☐ Other Multiracial

I am a female head of household (a single female living with dependent children) ☐ Yes ☐ No

The following information is to help RPJ Housing make reasonable accommodations for individuals in the household with disabilities: Information is also used to identify repairs that may improve safety and accessibility.

☐ Please check here if you or any family member is disabled.

Please indicate by checking below all that apply.

☐ Hearing impaired ☐ Visually impaired ☐ Wheelchair user

☐ Use walker/cane ☐ Other: _____

Please describe any other health/mobility concerns that we should be aware of:

SECTION 2 - THE HOUSE

Please note that this program is funded by the City of Winchester through the Community Development Block Grant. Priority is given to households located in the targeted area of the North End District.

My house was built in _____ (year) I/we have lived here since _____ (year)

My trash is collected on: _____ (day of the week)

My home is a: ☐ condo/apartment ☐ duplex ☐ townhouse/row house ☐ single family house

SECTION 3 – TYPE OF REPAIRS TO BE CONSIDERED

Below I have identified and described the repairs I need to make my home accessible, livable and safe. I understand that RPJ Housing will consider all types of repairs, but that a final decision is at their discretion, depending on time, financial resources, and the availability of volunteers with the required skills.

☐ Electrical

☐ Floor repairs

☐ Plumbing

☐ Carpentry repairs

☐ Painting

☐ Accessibility modifications
(Wheelchair ramp, grab bars, etc.)

☐ Wall repairs

☐ Other

The following three repairs are the most important to me.

SECTION 4 - VERIFICATION OF HOME OWNERSHIP

RPJ Housing will consider repairing a home if: (a) the home is owned by an individual or by multiple family members, (b) at least one of the owners resides in the home, (c) all owners agree that RPJ Housing can enter and repair the home, and (d) the owners certify that the home will not be sold for at least 2 years after the repairs are completed.

RPJ Housing will not repair a home that is scheduled to be sold, is under contract for sale, or is a rental property.

Is your home owned by more than one person? ☐ YES ☐ NO

Does at least one owner live at the address given in Section 1? ☐ YES ☐ NO

List the names and addresses of any owners who do not reside at the address in Section 1:

(1) _____

(2) _____

Is your homeowner insurance payment current? ☐ YES ☐ NO

Are your property tax payments current? ☐ YES ☐ NO ☐ I receive property tax waiver

Is your mortgage payment current? ☐ YES ☐ NO ☐ The mortgage is paid off

If we are unable to verify home ownership, we will contact you to provide RPJ Housing with a copy of ONE of the following documents:

- a) A copy of the deed to your home or, b) A copy of your property tax bill or,
- c) A letter stating that you receive a property tax waiver.

SECTION 5 -CERTIFICATION OF INCOME

You must certify your income to be eligible for the home repair services provided by RPJ Housing's Hearts and Hammers program. Please check the one box below that best describes the size of your household and the total gross income of all household members living in the home.

- My household is 1 person and... ☐ My income is less than \$21,300
☐ My income is between \$21,301 and \$34,100
- My household is 2 people and... ☐ My income is less than \$24,350
☐ My income is between \$24,351 and \$39,000
- My household is 3 people and... ☐ My income is less than \$27,400
☐ My income is between \$27,401 and \$43,850
- My household is 4 people and... ☐ My income is less than \$30,450
☐ My income is between \$30,451 and \$48,700
- My household is 5 people and... ☐ My income is less than \$32,850
☐ My income is between \$32,851 and \$52,600
- My household is 6 people and... ☐ My income is less than \$35,300
☐ My income is between \$35,300 and \$56,500

I understand that the information I provided above must be complete and accurate to comply

with Federal regulations. _____ **(Homeowners Signature)**

Please fill in the information requested below and **attach copies of documentation** to verify the income of all household members identified above. RPJ Housing does not want your social security number and suggests that you remove your social security number from all documents. RPJ HOUSING REQUIRES that we have a copy of each household member's most current income tax return or other documentation of their gross annual income.

The information requested will be used to determine the household annual gross income. Although you are not legally required to provide information on household income your failure to do will result in our inability to determine your eligibility for services.

Name	Wages & Salary	Social Security Income (<u>do not</u> provide your SSN)	Pension/ Retirement	Other Interest Rental Income Alimony	TOTAL GROSS INCOME

Please list the name of any member of your household who is **unemployed**:

(Do not include individuals in grades K-12, retired individuals, or those receiving Social Security.)

Does anyone in your household receive **TANF**? (Temporary Assistance to Needy Families) ☐Yes ☐No

SECTION 6 – HOMEOWNER(S) AGREEMENT WITH RPJ HOUSING

Privacy Statement

RPJ Housing organizes *Hearts and Hammers* as a year-round volunteer home repair program that serves low-income homeowners in the City of Winchester. Our goal is to ensure that household members are able to live safely and independently in their homes. We focus on making the home a safe place to live.

The data requested on our Homeowner Application form is needed to establish eligibility and for federal reporting requirements. We will use this information to process your application and respond to your inquiries. If your home is selected for repair, your information may be shared with Winchester City Department of Housing and Neighborhood Development. City Housing and Neighborhood Development staff may assist RPJ Housing in identifying needed repairs and perform a site visit to your home to ensure that the work is proceeding properly and to code. Information in this application is strictly confidential and will not be released to persons outside of the program without written permission from the applicant.

I/we understand that:

- RPJ Housing's Hearts and Hammers program provides volunteer home repairs for limited income homeowners who are unable to do the work themselves.
- All work will be performed by a mix of skilled, semi-skilled & unskilled volunteers. They may not be able to complete all the repairs required within the home, however they will always complete work once it is started.
- All repairs will be performed at no cost to the homeowner.
- Typically all work done by RPJ Housing's volunteers is done in one day. The number of volunteers and the amount of time will vary.
- Neither RPJ Housing nor its programs will warranty or guarantee the materials or the workmanship of the repairs to be performed.
- City Housing and Neighborhood Development staff may assist in identifying needed repairs.
- I/we own the property at the address given in Section 1 of this application.
- I/we have provided full and accurate information regarding the income of all family members living in the home, as documented in Sections 1 and 5.
- I/We have read and understand the Privacy Statement.
- I/We have no present intent to move or offer this home for sale over the next two years.
- All physically able family members or visitors will work along side the volunteers.
- I/We hereby release RPJ Housing, its Hearts and Hammers program, and all individuals, sponsors, and suppliers associated with this project from any and all liability associated with the repairs performed on my home.

Homeowner Signature

Date

Homeowner Signature

Date

Preparer Signature*

Date

- If you are not the homeowner, but are assisting the homeowner(s) in completing this application, then please provide the following information in addition to your signature:

Relationship to the homeowner: _____ Phone: _____

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SECTION 7 - EMERGENCY CONTACT(S)

Please identify a person we may contact in case of an emergency during the workday:

Name: _____ Phone: _____

Relationship: _____

SECTION 8 – LEARNED ABOUT THE PROGRAM H&H

I learned about RPJ Housing's Hearts and Hammers from...

- ☐ City Government ☐ Flyer ☐ TV ☐ Radio ☐ Newspaper
☐ Friend ☐ Neighbor ☐ Other: _____

If you need assistance in completing this application, please contact RPJ Housing.
We will make reasonable accommodations for individuals with disabilities upon request.

PLEASE RETURN COMPLETED APPLICATION TO:
RPJ Housing, P.O. Box 2470, Winchester, VA 22604

Questions: Call (540) 888-9367

E-mail: winstonf@rpjhousing.org